



## **About Mzuzu University**

Mzuzu University (MZUNI) is a Public University established by the Laws of Malawi Cap 30:09 (*Mzuzu University Act No. 12 of 1997*). Currently, the University has six faculties namely: Education; Environmental Sciences; Health Sciences; Tourism, Hospitality and Management; Science, Technology and Innovation; and Humanities and Social Sciences. It is a dual-mode University offering its courses through face-to-face and Open, Distance and e-Learning (ODEL) teaching and learning modes. It also offers some of its programmes on block, week-end and vacation release.

MZUNI has its main campus located in Mzuzu City at Luwingu which also houses its ODeL Main Hub. It has a Tourism and Hospitality Skills Application Centre located at Dunduzu Campus within the City. The University has a physical presence in all the four regions of Malawi through its purpose-built and well equipped ODeL Satellite Learning Centres in Karonga, Lilongwe, Balaka and Mulanje. It is also working towards establishing its future main campus at Choma within Mzuzu. As a growing University, it has a number of infrastructure development projects being implemented and being developed.

Reporting to the Vice-Chancellor and the Audit and Risk Management Committee administratively and technically respectively, the University Internal Auditor will provide leadership to the Internal Audit Unit which provides independent and objective assurance, consulting services, evaluations, analyses and appraisals designed to add value and improve the University's operations and effectiveness of governance and risk management processes, and internal controls environment.

## **Duties and Responsibilities**

### **(a) Leadership in Audit Services**

- i) developing and ensuring the full implementation of a flexible, risk-based annual internal audit plan in accordance with the University's strategic plan, using risk-based support models and methodologies;
- ii) conducting independent evaluations and assessments of the effectiveness of the policies, rules, and procedures used to manage the university's financial, physical, and human resources;
- iii) providing Management with a comprehensive risk management process to ensure that risks are identified, and evaluating existing internal controls to mitigate the impact and likelihood of occurrence of the identified risks;
- iv) creating and implementing prevention programs for fraud and unethical behavior based on risk-based support models;
- v) examining and reporting on the financial and other information provided to management for accuracy, timeliness, and relevance; and
- vi) approving and supervising audit programmes and testing procedures to ensure they are appropriate for the areas under consideration; identified risks are addressed and adequately covered; and activities adhere to regulations, university policies, departmental procedures, and professional standards.

### **(b) Team Leadership**

- vii) supervising staff in the Internal Audit Unit by ensuring their compliance with compliance with regulations, University policies, deadlines, and auditing standards;
- viii) maintaining a professional audit staff with sufficient knowledge, training, skills, and experience to meet the requirements of the Internal Audit Charter;

- ix) researching and keeping abreast of legislative issues, new audit standards/trends;
- x) participating in periodic training workshops to increase awareness of governance, risk management, and internal controls;
- xi) maintaining awareness of changes in operations, regulations, and audit practices in order to assess effectiveness and efficiency, as well as advocating for and influencing the highest standards of ethics, discipline, and professionalism;
- xii) facilitating the formulation of new procedures and organizational changes resulting from audit/consulting engagements and discussing changes in related policies, rules, procedures, and methods;
- xiii) servicing the Audit and Risk Management Committee of Council and the Institutional Integrity Committee;
- xiv) participating in various committees or task teams focused on policy and procedure development, governance, and operational improvement; and
- xv) providing Management and the University Council with timely reports.

(c) Networks

- xvi) coordinating engagement with external auditors, state agencies, and external consultants, and ensuring that each party is not only aware of the work of the others, but also well briefed on areas of concern to ensure appropriate coverage.

## Qualifications

- i) Bachelor's Degree in any of the following fields: Auditing, Accountancy, Finance or their equivalent, obtained from a reputable and accredited institution of higher learning **or** professional qualifications such as CIMA, ACCA or ACA or their equivalent. Those with a Master's degree in a relevant field will have an added advantage.
- ii) A minimum of five (5) years' experience at senior management level in audit, risk and compliance management; and
- iii) Experience in reporting to an independent board of directors.

## Desired Attributed and Competencies

- i) Business process improvement;
- ii) Excellent risk based internal audit planning and management;
- iii) Effective supervision, leading, and delegating tasks and authority;
- iv) Confidentiality in managing information and materials;
- v) Demonstrable experience in risk management and risk assessment;
- vi) Ability to analyze enterprise risks, creation of a risk register, and development and implementation of policies;
- vii) High level of integrity;
- viii) Effective use of interpersonal and communications skills including tact and diplomacy; and
- ix) Effective use of organizational and planning with attention to detail and follow through.

## **Terms and Conditions of Service**

This appointment will be on a three (3)-year performance-based contract, renewable in line with MZUNI's Terms and Conditions of Service and the Performance Management Policy and Procedures.

MZUNI will provide an attractive salary and benefits to the successful candidate in accordance with its emolument structure.

## **Mode of Application**

The application should include an up-to-date curriculum vitae (CV), copies of academic and professional qualifications as well as names and contact details of three traceable referees.

Applicants submitting hard copy applications should indicate the following details on the envelope:

### **JOB VAC: University Internal Auditor**

University Registrar

Mzuzu University

Private Bag 201

Luwinga

**MZUZU 2**

**MALAWI**

## **Or Electronic Submission:**

Electronic submission of the application should be sent as attachments in PDF or MS Word format to [jobvacancies@mzuni.ac.mw](mailto:jobvacancies@mzuni.ac.mw) and copy [ur@mzuni.ac.mw](mailto:ur@mzuni.ac.mw). The subject line of the application should read: **Job Vac: University Internal Auditor.**

To reach the University not later than **Friday, 24<sup>th</sup> July 2026.**

Note that only shortlisted candidates will be acknowledged.

Candidates who submitted applications in response to the initial advertisement are kindly requested to reapply.

*MZUNI is an equal opportunity employer and therefore encourages applications from qualified men, women and persons living with disabilities.*

